

## Creating and editing of RTF / DOCX / ODT templates

MSWord inserts invisible tags into the template file, and these tags can affect the proper functioning of the RTFReport2 and rXMLReport components..

Change MSWord's settings according to the following instructions when creating (and of course any time you re-open and edit) a template file:

### For RTF template

- Always paste text from clipboard as Unformatted text (Paste special – Unformatted text)
- Do not change language setting when inserting non-standard letters
- If a tag is not working as expected, try saving the file as DOC, and then back to RTF. If the tag still isn't working, delete the entire tag (including \ characters) and enter it again
- You can use the RTF format checker application to verify all rtf templates

### For DOCX and ODT template

- Do not change language setting when inserting non-standard letters
- If some tag is not working, delete the entire tag including << >> characters and enter it again
- If a generated file contains errors (or cannot be opened) check that any text formatting is always contained with SCAN or IIF blocks - that is, check that no text formatting is applied to the starting and ending tags

### For DOCX template

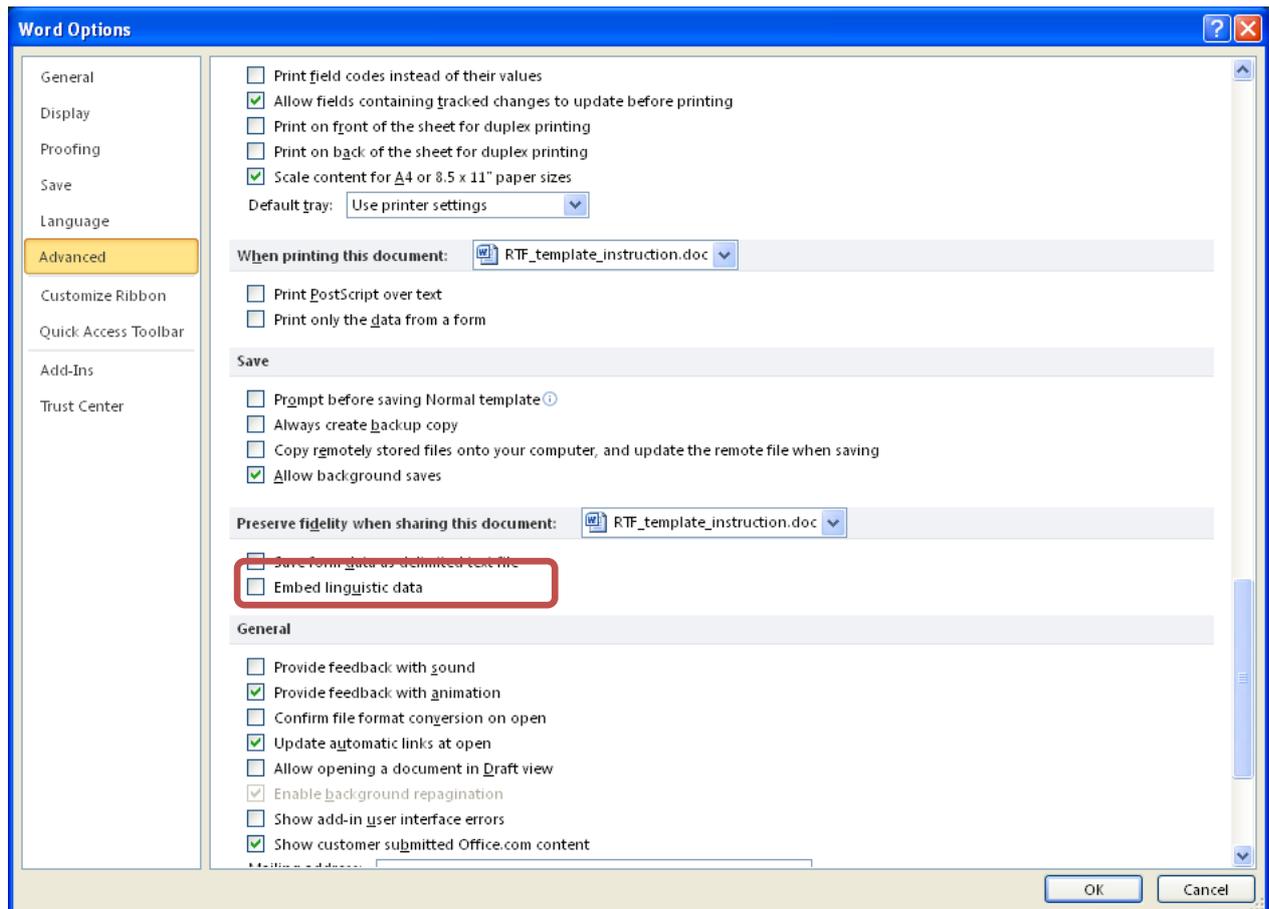
- Before saving the template, go to the end of any line (or end of the file) and make a simple edit (e.g. add a space then delete it). MSWord inserts a hidden bookmark tag to record the last edited position in the DOCX file - this hidden bookmark could break processing if it happens to be set in the middle of a tag

## Configuration of MSWord 2003

Menu – Options – Security, turn off „Store random number to improve combine accuracy“ – must be set globally or for each RTF file

## Configuration of MSWord 2007 + 2010

File – Options – Advanced, turn off Embed linguistic data for all files and for current RTF file too.



File – Options – Trust center - Trust center setting – Privacy options, turn off „Store random number to improve combine accuracy“

